

MAIL MANAGEMENT BULLETIN
FY 2013
September 13 – October 13

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Welcome to the USPS mailing and shipping bulletin! The home of new and exciting postal information!

Good bye summer...hello cooler weather! Don't forget to make provisions for your mail collection, or your mailbox may be too full to put mail in!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

It is important that you read the information provided in this bulletin. The mail bulletin provides you with the most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.

You are encouraged to suggest fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions to make this bulletin useful and beneficial to you and everyone who reads it.

POSTAGE METERS

Postage Meter Information

“Have you got rid of that Meter yet?”

A few of you have decided that a postage meter no longer fits your needs. We are proud of your decision to assist in cost savings measures. Please inform us of the type of mailing your office has taken advantage of whether it's online, a postage meter or purchasing postage stamps from the local post office.

The option to take advantage of online or postage stamps is convenient as it allows the use of a credit card and can prevent standing in a line at the post office. It's a viable choice for a low postage use location. Wherever there is cost saving an evaluation of subtracted benefits should be considered.

The risks associated with online or postage stamps are security and accountability. Locations selecting this method must assess, identify, develop, and implement tracking measures to

mitigate exposure. If you need additional information don't hesitate to contact the Mail Management staff.

Some locations need to maintain a postage meter. In all cases the old one must be returned (under the old Pitney Bowes contract) and a new one shipped to your office. Any location that has a Pitney Bowes meter should call 1-800-441-2514 to arrange pick-up. If you have elected to maintain a postage meter, please update the Mail Management team with your postage meter machine information such as: make, model, and serial number.

You can email this information to Rita Argueta at rita.e.argueta@noaa.gov or Floyd Creecy at floyd.creecy@noaa.gov. We appreciate your prompt attention to this and taking the time to keep us informed.

NOAA Mail Services Guide

“When is my mail going to be delivered?”

The [NOAA Mail Services Guide](#) (for NOAA headquarters) is now available on the [NOAA Mail Management](#) website. This guide is used for the NOAA headquarters mail management office in Silver Spring, Maryland. You are welcomed to use this guide as a springboard in developing a guide for your respective location if you feel one is needed.

The guide has pertinent information such as mail delivery/pick-up schedules, personal mail policy, classes of mail, and much more mailing information.

USPS NEWS & UPDATES

Safety and Security

“Myths about Mail Security”

There are 4 myths about mail security that we would like to share with you. In the next 3 issues we will reveal one of those myths. “Stay tuned for the mystery of the myth.”

Myth #2 – The Post Office screens my mail for all threats.

The Postal Service has implemented some screening measures. Their primary focus is on processing and distributing massive quantities of mail while competing with commercial carriers such as FedEx and UPS while facing budget cuts and downsizing. The security of your mail center is your responsibility. Although education, training, and preparation are costly, prevention is always less expensive than liability.

[Publication 166, Guide to Mail Center Security](#), is a great source for understanding, accessing, and preventing threats. A PDF publication version of the USPS Guide to Mail Center Security is also available, <http://about.usps.com/publications/pub166.pdf>.

“Package Tracking”

Gotten any calls lately asking, “I’m expecting a package and just wanted to know if you have it?” Here’s a good way to find out what USPS has posted concerning that package. Go to <https://www.usps.com/> and click on Search USPS.com or Track Packages in the top right of the page.

MAILING AND SHIPPING

Shipping

“Priority Mail service gets a Facelift”

USPS has made several important changes in its Priority Mail service offerings. Customers can now receive day-specific delivery information based on mail piece origin and destination Zip Codes. Shipping labels, retail receipts and the Track and Confirm site at <http://www.usps.com> let customers know whether packages will reach their destinations in one, two or three days.

Express Mail has a new name – Priority Mail Express. The service retains its money-back guarantee. In addition, Express Mail International now is called Priority Mail Express International.

Customers using Priority Mail Express and Priority Mail continue to receive free USPS Tracking and Package Pickup as well as flat-rate and online postage payment options.

Mail Management

Information

“For your Reference”

All past and future mail bulletins as well as mail management guidance is posted on the Mail Management website at:

http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/

“Your Mail Management Team”

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